

RICOH PRODUCT QUICK GUIDE

DOCUMENT SERVER

The Document Server allows users to store files to the MFP's hard-drive. To use this feature select the [Document Server] hard-key located on the left side of the control panel.

Storing a Document in the Document Server:

- Place documents in the document feeder, face-up
- Select the Document Server hard-key
- Touch To Scanning Screen at the bottom of the page

Document Server					
Select file(s) to print.				0 1 Print 0	
List	Thumbnails	No.	Folder Name	Created Date/Time Sel. File	Memory: 100%
	Shared Folder				Selected File(s) 0
Display All Folders		001 📋	Test	Jul. 02 09:33AM	New Folder
Search by Folder No.					Edit Folder
Search by	Folder Name,,,,				
To Scanning Screen					To Printing Screen

- From here you can select any settings needed to describe your original (for example, if it is 2-sided you can select that icon from this screen or if it is color etc.)
- Touch File Name to Document Server Check Modes M. € Back to File List name the document) Ready using the touch panel 0 <Black & White> keyboard. When 1 🖃 🖓 2 ⊍ 🖓 3 ⊍ 🖓 4 ⊍ 🖓 Auto Color Select finished select OK Auto Paper 85×11 11×17 85×11 85×11 85×11 • You can also select a Full Color Select < folder to save the Black & White 51/2×81/2 81/2×14 document and/or 11×15 81⁄2×11 100% Full Size 93% Auto Reduce / Enlarge Photo Text password protect the 1 sided→Comb 2 orig 1 sided→Comb 4 orig 1 sided→Comb 8 orig Text / Photo document 2 Sided Orig. 1 2 > 1 2 $1 \xrightarrow{2} 3 \xrightarrow{1} 3 \xrightarrow{4} 3$ 1 2 > 1 2 3 4 5 6 7 8 Create Margin • Press Start Others Top to Top Shared Folder C0PY0003 < Auto Density 🕨 Target Fldr. to Store User Name File Name Password Edit / Color Dup./Combine/Poster Reduce / Enlarge R CR Original Settings

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Printing a Document from the Document Server:

- Press Document Server
- Select the folder where the document resides



- Touch the file you wish to print so it is highlighted
- Select To Printing Screen

- Select any additional features you wish to perform
- Press Start



Deleting a File from the Document Server:

- Press Document Server
- Select the file you wish to delete
- Press Delete File
- A screen will appear asking if you are sure you wish to delete this file Select Yes

2 Sided Copy

Finishing

2 Sided Copy

'R R

Cover/Slip Sheet

Top to Top Top to Bottom

Booklet

R.R.

Edit / Stamp

Magazine

R.R. R.R.

Printing Order: 1/1

Black & White